

TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANTS AND CONTRACTORS

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| Title PSEA and Child Safeguarding Consultancy | Funding Code | Type of engagement <input type="checkbox"/> Consultant <input type="checkbox"/> Individual Contractor Part-Time <input checked="" type="checkbox"/> Individual Contractor Full-Time | Duty station Lusaka, Zambia |
| Purpose of Activity/Assignment: Provide technical support and guidance to mainstream PSEA and child safeguarding in integrated platforms of Early Childhood Development, Ending Child Marriage and the SCT programmes, working in collaboration with section focal points for ECM, ECD and focal points for PSEAs. | | | |
| <p>BACKGROUND:</p> <p>The UN High-Level Steering Group on Sexual Exploitation and Abuse established by UN Secretary endorsed the UN Protocol on Allegations of Sexual Exploitation and Abuse Involving Implementing Partners. The Protocol sets forth obligations for all UN entities and implementing programmes with partners in the field, including civil society, government, and other partners. The UNICEF Policy on Conduct Promoting the Protection and Safeguarding of Children affirms UNICEF's longstanding commitment to promote the protection and safeguarding of children, and to promote universal understanding that the best interest of the child must be a paramount consideration in all actions affecting children.</p> <p>Against this background, UNICEF Zambia is committed to preventing and responding to sexual exploitation and abuse (PSEA) and child safeguarding. UNICEF Zambia is actively engaged in policy and operational efforts to improve the reporting of SEA, offering support to survivors of SEA, and promoting accountability. UNICEF Zambia has a Zero Tolerance of SEA and this policy is extended to both staff and implementing and cooperating partners. Child safeguarding, including protection from sexual exploitation and abuse (PSEA) is at the core of UNICEF's mandate. As a humanitarian agency dedicated to children's rights, we take all steps necessary to safeguard children within our operations. Mainstreaming PSEA and Child Safeguarding into programmes that have significant impact and presence in communities is one of the priorities of the UNICEF Zambia Action Plan on this topic. Part of the UNICEF Country Office Action Plan for mainstreaming PSEA and Child Safeguarding.</p> <p>Purpose:</p> <p>UNICEF Zambia is investing significant efforts into mainstreaming PSEA and child safeguarding in our programmes, both those implemented by government and those implemented by NGOs. UNICEF will provide technical support to mainstream PSEA and safeguarding in our integrating programming platforms. This includes Early Childhood Development, Ending Child Marriage and the Social Cash Transfer programmes, which are implemented in vulnerable communities and as such there is a risk posed in terms of sexual exploitation and abuse and child safeguarding. The aim of mainstreaming SEA and child safeguarding is to ensure that mechanisms are in place from the outset to prevent cases occurring as well as responding to any cases that have taken place. Mainstreaming PSEA in the integrated platforms will therefore ensure that the programmes are delivered safely and that the staff working in the frontline have the capacity to safeguard beneficiaries. UNICEF will provide support to ensure that safe and accessible reporting mechanisms are in place that can be accessed by diverse groups. To achieve this, UNICEF seeks the services of an individual consultant.</p> <p>Goal and Objective:</p> <p>Under the direct supervision of the Child Protection Officer (Institutional strengthening and Coordination) and the overall day-to-day management of the Child Protection officer (PSEA focal point), the Consultant will support designing interventions to integrate PSEA and safeguarding in ECD, ECM and in the social cash transfer programmes, with preventive and response actions put in place, and ensuring adequate monitoring and reporting. This entails carrying out SEA and child safeguarding risk assessments of the integrated ECD, ECM and social cash transfer programmes; mapping existing Gender Based Violence (GBV/PSEA) service providers in target districts and communities; and providing technical support</p> | | | |

to UNICEF implementing partners in establishing community-based complaints mechanisms. This consultant will also lay the groundwork for gender mainstreaming in the social cash transfers programmes that will be implemented in 2022.

Activities and Tasks:

Main responsibilities and tasks will include:

- 1) Conduct SEA and child safeguarding risk assessments of the integrated platforms of ECD, ECM, and SCT programmes and support the development of risk mitigation plans.
- 2) Develop and conduct a deep-dive training on PSEA and child safeguarding for UNICEF staff and implementing partners working on the three-priority integrated programmes. The trainings should be designed and contextualized with the objective to ensure compliance and that an adequate monitoring mechanism exists in all communities that the programmes are being rolled-out in.
- 3) Conduct a mapping exercise of existing GBV/PSEA service providers and map referral pathways in target districts and communities and provide technical support to address gaps.

Work relationships: The Consultant will be under the direct supervision of the Child Protection Officer and work closely with the Child Protection Officer (PSEA focal point) to implement the assignment.

Child Safeguarding

Is this project/assignment considered as "[Elevated Risk Role](#)" from a child safeguarding perspective?

☐ YES ☒ NO If YES, check all that apply:

Direct contact role ☐ YES ☒ NO

If yes, please indicate the number of hours/months of direct interpersonal contact with children, or work in their immediately physical proximity, with limited supervision by a more senior member of personnel:

Child data role ☐ YES ☒ NO

If yes, please indicate the number of hours/months of manipulating or transmitting personal-identifiable information of children (name, national ID, location data, photos):

More information is available in the [Child Safeguarding SharePoint](#) and [Child Safeguarding FAQs and Updates](#)

| Budget Year: | Requesting Section/Issuing Office: | Reasons why consultancy cannot be done by staff: |
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| 2021 | Child Protection Section | While Focal Points (FPs) on PSEA exist in the office, there has been slow progress in mainstreaming Child Safeguarding and PSEA at the programme level, due to the busy workload and competing priorities of staff. Furthermore, the concepts and approaches of how to mainstream are not fully understood by the FPs. A consultant will therefore help with laying the initial groundwork, and building the capacities of FPs, including in designing system at programme level that demonstrates practical approaches in |

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| | | <i>mainstreaming child safeguarding and PSEA – providing intense, dedicated support across the integrated platforms.</i> | |
| Included in Annual/Rolling Workplan: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No, please justify | | | |
| Consultant sourcing: <input checked="" type="checkbox"/> National <input type="checkbox"/> International <input type="checkbox"/> Both Consultant selection method: <input checked="" type="checkbox"/> Competitive Selection (Roster) <input type="checkbox"/> Competitive Selection (Advertisement/Desk Review/Interview) | | Request for: <input checked="" type="checkbox"/> New SSA – Individual Contract <input type="checkbox"/> Extension/ Amendment | |
| If Extension, Justification for extension: | | | |
| Supervisor Barnabas Mwansa | | Start date 15 th November,2021 End date: 15 th September,2022 | Number of Working Days: not exceeding 95; Maximum period of implementation is 10 months. |
| Work Assignment Overview Tasks/Milestone: | Deliverables/Outputs: | Estimated number of days | Estimated Budget |
| Conduct SEA and child safeguarding risk assessments of the integrated platforms of ECD, ECM, and SCT programmes and support the development of risk and mitigation plans. Eight working days on each programme to conduct a thorough risk assessment, including site visits and 16 days for development of risk mitigation plans. | Separate risk mitigation plans developed for integrated platforms of ECD, ECM and SCT programmes | 40 working days | 42% Payment |
| Develop and conduct a deep-dive training on PSEA and safeguarding for UNICEF staff and implementing partners involved in the implementation of ECD, | UN implementing partners are trained on UN and adequate monitoring mechanism exist. | 20 working days | 21% Payment |

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| ECM and SCT programmes with the objective of increasing knowledge, capacity and accountabilities. | | | |
| <p>Conduct mapping of existing GBV/PSEA service providers in target districts and communities; and provide technical support to set up community-based complaint mechanisms on how to submit and receive complaints, including exploring community-based reporting channels and establish tracking tools for recording reported cases.</p> <p>Proposed timeframe includes development of data collection tool, data collection and development of a comprehensive service directory. Mapping will also include taking stock of existing community-based complaints mechanisms. The consultant will during this period also propose and test alternative community-based complaints mechanism (CBCMs) where there are gaps and review of existing CBCMs to include UNICEF based platforms like the U-Report.</p> | <p>1. A service map and referral pathways for GBV/PSEA service providers in target districts and communities is developed</p> <p>2. Community-based complaints and reporting channels established with a tracking tools for recording reported cases</p> | 35 working days | 37% Payment |
| Estimated Consultancy fee | | | |
| Travel International (if applicable) | n/a | | |

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| Travel Local (please include travel plan) | Yes. The Consultant will be travelling to sites for provision of technical support in 8 selected districts. Visit to 8 districts will encompass an approximated 5,000 kms in total. | | |
| DSA (if applicable) | 40 days (inclusive of travel costs such as fuel fees) | | |
| Total estimated consultancy costsⁱ | | | |
| Minimum Qualifications required: <input type="checkbox"/> Bachelors <input checked="" type="checkbox"/> Masters <input type="checkbox"/> PhD <input type="checkbox"/> Other Enter Disciplines: Advanced university degree (a master's degree) or equivalent in gender studies, social anthropology, law and women's rights, sociology, public health, or other field related to PSEA. | Knowledge/Expertise/Skills required: <ul style="list-style-type: none"> At least 5 years of humanitarian or development experience on sexual violence and other forms of violence against children. Experience in and knowledge on PSEA, GBV and child safeguarding. Experience developing complaint mechanisms as well as reporting and investigation procedures would be an advantage. Excellent communication, facilitation and interpersonal skills. Flexible work attitude: the ability to work productively in a team environment as well as independently, and the ability to handle requests or issues as they arise. Fluency in English (Written & Oral) is required. | | |
| Administrative details: Visa assistance required: <input type="checkbox"/> Transportation arranged by the office: <input type="checkbox"/> | <input checked="" type="checkbox"/> Home Based <input type="checkbox"/> Office Based: If office based, seating arrangement identified: <input type="checkbox"/> IT and Communication equipment required: <input type="checkbox"/> Internet access required: <input type="checkbox"/> | | |
| Request Authorised by Section Head: | Request Verified by HR: | | |
| <i>Approval of Deputy Representative Operations (if Operations Programme)</i> | | <i>Approval of Deputy Representative (if Representative (in case of single sourcing/or if not listed in Annual Workplan/or for Sections reporting to the Rep))</i> | |

ⁱ Costs indicated are estimated. Final rate shall follow the “best value for money” principle, i.e., achieving the desired outcome at the lowest possible fee. Consultants will be asked to stipulate all-inclusive fees, including lump sum travel and subsistence costs, as applicable.

Payment of professional fees will be based on submission of agreed deliverables. UNICEF reserves the right to withhold payment in case the deliverables submitted are not up to the required standard or in case of delays in submitting the deliverables on the part of the consultant

Text to be added to all TORs:

Individuals engaged under a consultancy or individual contract will not be considered “staff members” under the Staff Regulations and Rules of the United Nations and UNICEF’s policies and procedures, and will not be entitled to benefits provided therein (such as leave entitlements and medical insurance coverage). Their conditions of service will be governed by their contract and the General Conditions of Contracts for the Services of Consultants and Individual Contractors. Consultants and individual contractors are responsible for determining their tax liabilities and for the payment of any taxes and/or duties, in accordance with local or other applicable laws.